

Legal Secretary I

Last Updated Friday, 08 September 2006

OVERALL JOB OBJECTIVE:

Under direct supervision, to provide clerical support to the City Attorney's Office, and to perform related duties as required.

Requisition ID

00001961

Position Code

00007417

Job Title

Legal Secretary I

Department

City Attorney's Office

Grade

MGMT-A

Hiring Range

\$27,800 - \$33,360 per year (DOQ)

Full Salary Range

\$27,800 - \$44,500 per year

Schedule/Hours

Full time, Monday - Friday, 8:00am - 5:00pm

Application Deadline

Friday, September 22, 2006 (by 5pm)

DUTIES AND RESPONSIBILITIES:

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Uses a personal computer in a Windows environment to type ordinances, court pleadings, resolutions, contracts, agreements, transcripts, letters and memoranda, either in a word processing program or from the document assembly function in the office's case management software. This includes editing and formatting from handwritten materials, draft typed documents and transcription tapes. Modifies and/or composes brief written materials, including

editing, proofreading and correcting grammar.

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Performs clerical functions, such as scheduling staff appointments, opening, processing and distributing mail, checking staff in/out boxes and photocopying and assembling documents and statistical reports.

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Interacts with the public and City staff both in person and by phone to provide routine information. This includes performing receptionist duties including answering a multi-line telephone, greeting the public, answering routine questions and referring individuals to appropriate staff members, other City departments and outside agencies.

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Creates all case files. This includes creating files for new cases and updating files in case management system.

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Maintains office supply inventory.

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Troubleshooting problems with office machinery, including telephone, printer/fax/copier/scanner and related devices.

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Other: Performs related duties as required to meet the needs of the City. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property. Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies. Performs related duties as required by management to meet the needs of the City. Generally, duties and responsibilities are listed from most to least critical or time consuming. The city of Boulder is committed to hiring employees who provide excellent customer service. Our employees communicate courteously and responsively with the public, volunteers, and co-workers, are sensitive to diversity issues, provide effective and efficient service to the public and co-workers and act with a high level of integrity, and take responsibility for their words and actions.

REQUIREMENTS:

High school diploma or equivalent. Two years of prior law office, legal secretary or comparable experience. Strong proofreading skills, including grammar, punctuation, and spelling. Excellent telephone and receptionist skills. General knowledge of office procedures. Good organizational skills and ability to work well under pressure of deadlines. Ability to communicate courteously and effectively.

DESIRED QUALIFICATIONS:

Understanding of law and legal forms. Knowledge of court procedures.

WORKING CONDITIONS:

Physical Demands: Primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate personal computer and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and citizens. Work Environment: Works primarily in clean, comfortable environment. Equipment Used: Frequently uses standard office equipment including personal computers, typewriter, multi-line telephone, scanner, transcriber, calculators and copy/fax machines.

